

STANDARDS AND TRAINING FOR CORRECTIONS DIVISION
80-HOUR SUPERVISOR CORE COURSE CURRICULUM

Role of the Supervisor-Rights, Responsibilities and Duties

- ❖ Management Theory and Process
- ❖ Styles of Supervision
- ❖ Functions of the Supervisor

Managing Personnel

- ❖ Legal Responsibilities
- ❖ Labor Relations
- ❖ Performance Appraisals/Evaluations
- ❖ Grievances and Grievance Procedures
- ❖ Discipline and Disciplinary Procedures
- ❖ Safety in the Work Place
- ❖ Cultural Awareness
- ❖ Employee Assistance and Counseling Techniques

Supervisory Skills

- ❖ Leadership
- ❖ Motivation of Staff
- ❖ Problem Solving
- ❖ Decision Making
- ❖ Time Management
- ❖ Staff Training
- ❖ Assigning Tasks
- ❖ Delegating
- ❖ Planning and Setting Objectives
- ❖ Conducting Meetings
- ❖ Conflict Management

Laws and Standards

- ❖ Laws
- ❖ Legal Issues
- ❖ Legal Update

Communication

- ❖ Principles of Effective Communication
- ❖ Public Relations